2. The Director of Public Health is requested to take necessary further action, in consultation with the Deputy Commissioners of Bangalore and Shimoga Districts, to bring the revised rules into force very early.

P. H. KRISHNA RAO,
Secretary to Government,
Local Self-Government Department.

ANNEXURE.

Rules for the Registration of Births and Deaths in Minor Municipalities in Bangalore and Shimoga Districts.

1. *Definitions.*—For the purpose of these rules—

(*a*) the term "division" means the area in which any Registrar of Births and Deaths is appointed to perform his functions;

(*b*) the term "occupier" includes any person for the time being paying or liable to pay to the owner the rent or any portion of the rent of the land or building in respect of which the word is used;

(*c*) the term "President" means the President of the Municipal Council for the time being;

(*d*) the term "public institution" includes a prison, lock-up, lunatic asylum, hospital, reformatory, industrial school, barrack and any charitable or other institution, which is under the management of a public body, officer or person;

(*e*) the term "Registrar" means and includes any person who may be appointed by the President as a Registrar of births and deaths for any division of a municipality;

(*f*) the term "Registrar-General" means the Director of Public Health to the Government of Mysore for the time being and the "Assistant Registrar-General" means the Superintendent of the Bureau of Vital Statistics for the time being;

(*g*) the term "still-born" or "still-birth" has reference to a child born after the 28th week of gestation as dead or apparently dead and not called back to life.

2. *Appointment of Registrars.*—For the proper registration of all births and deaths, the municipality shall be divided into divisions and for every such division a Registrar of Births and Deaths shall be appointed.

3. *Registrar to live in his division.*—Every Registrar shall reside at some conveniently central place within the division of which he is Registrar, and shall cause his name with his designation as Registrar of Births and Deaths for the division for which he is so appointed, in English and Kannarese, to be placed in some conspicuous place on or near the outer door of his office.

4. *Temporary arrangements during illness or absence of the Registrar.*—In case the Registrar is unable for more than a week to attend to his duties on account of illness or other urgent cause, he shall report the fact to the President, who shall at once make temporary arrangements for the performance of the duties of the Registrar, and any person thus temporarily appointed shall be held to be the Registrar for the purpose of these rules. The President shall report the arrangements made to the Registrar-General.

5. *Information of birth to be given within seven days.*—Information covering all the particulars specified in Form No. V. S. 1 (b) appended, shall be given to the Registrar of the division within one week after the day of birth regarding every birth that takes place within the municipal limits.

The duty of giving notice of births is laid, in the first instance, upon the father, provided that the child is legitimate and that the father is in the municipality.

In the absence of the father and in all cases of births of illegitimate children, the duty is laid on the mother, provided her health permits.

Should both the father and the mother be unable or fail to give notice, the duty is laid on the medical officer or midwife attending the mother.

Where there is no medical officer or midwife, the duty is laid upon the occupier of the building in which the birth takes place.

6. *Information of death to be given within 36 hours.*—Information regarding the death of any person dying within the municipal limits, covering the several particulars prescribed in Form No. V. S. 2 (b) appended, shall, within 36 hours of such death, be given to the Registrar of the division.

The duty of giving such notice is laid in the first instance, upon the nearest relative of the deceased person who has been present during his illness.

Failing such relative, it is laid upon the medical officer who attended the deceased person.

Where there is no medical officer, the duty is laid upon the occupier of the building in which the death occurred.

7. *Births and deaths occurring in public institutions to be notified by the officers in charge.*—The above rules do not apply to the case of a birth or death occurring in a public institution. In that case the duty of sending the notice is laid upon the officer in charge of the institution.

8. *Particulars regarding dead bodies found exposed to be reported by the Police.*—In cases of the discovery of the dead bodies, whether of newly born children or otherwise, it shall be the duty of the Police Station Officer within whose jurisdiction any such body is found, to report to the Registrar such particulars as are available for the purpose of the entries to be made in the register of deaths as well as, in the case of the bodies of newly born children, in the register of births.

9. *Priests and burial ground watchmen to furnish information if required.*—Should the President so order, every person who conducts the funeral obsequies of any person dying within the municipal limits, and any person who is placed in charge of the grave yard, burning ground or other place of burial or cremation, shall furnish the Registrar with such information as he may be required by the President to furnish regarding any funeral obsequies conducted by him or any burials or cremations that have taken place within the premises committed to his charge, as the case may be.

10. *Registrar to register information without fee or reward and to inform himself of every birth and death.*—Every Registrar shall inform himself carefully of every birth and death which takes place in his division and shall register, as soon as conveniently may be after the event, without fee or reward, the particulars required to be registered under Rule 11 touching every such birth or death, as the case may be, which has not been already registered.

11. *Forms of birth and death registers to be maintained in original and duplicate and triplicate.*—The Register of Births shall be maintained in Form No. V. S. 1 (b) and the Register of Deaths in Form No. V. S. 2 (b) appended, in original, duplicate and triplicate.

12. *Entries to be numbered serially.*—In each of these registers the occurrences registered shall be numbered serially, the series of numbers running from 1st January to 31st December. No entry shall be interpolated between two serial numbers.

13. *Written information received by the Registrar to be preserved for two years.*— All information received by the Registrar in writing in connection with the registration of any birth or death shall be filed by him and preserved for two years.

14. *Entries in respect of children born dead.*—A special column in the register of births is provided for the entry of still-births, which are not included in the statistics either of births or of deaths.

15. *Entries in respect of children born alive which die before the birth is registered.*—In the case of a child which is born alive, but dies before its birth has been registered, the Registrar shall enter the birth in the Register of Births and death in the Register of Deaths.

16. *Registers to be renewed once a year. Registers to be sent by the Superintendent, Government Press, direct to Presidents for distribution to Registrars.*—Each register shall consist of 1,098 pages—366 original, 366 duplicate, 366 triplicate and shall be used continuously for a period of one year. The Superintendent, Government Press, will print these registers and issue them to the Presidents for distribution to the Registrars concerned at least by the end of November of each year.

17. *Triplicate copies to be sent daily to the President of the Municipality.*—The triplicate pages which have been written up during every day shall be detached at the perforation and sent by the Registrar to the President of the Municipality before the close of the following day. The particulars shall thereupon be posted into the consolidated registers of births and deaths which shall be maintained in each municipality.

If during any day no births or deaths have occurred, the triplicate form should be sent with the remark "Nil" written thereon.

18. *The President to collect the duplicate returns from Registrars and forward them to the Registrar-General so as to reach him on or before the close of the third day following.*—The duplicate pages shall be similarly detached at the perforation and sent to the President, who, after scrutinising the returns carefully, should forward them in a bundle to the Registrar-General so as to reach him on or before the close of the third day following.

19. *Check by President of regular receipt of returns.*—A set of posting registers showing the names of the Registrars will be maintained in the office of the President, in which the returns received will be posted as they come in. When these registers show that the return for any day is 48 hours overdue, a reminder will be sent to the Registrar. The President will take disciplinary action against Registrars who are frequently in default.

20. *Process of sorting and abstracting the returns in the Central Statistical office.*—The returns received in the Central Statistical Office will be abstracted and posted into registers for purposes of compilation.

21. *Filing of returns permanently.*—As soon as the required information has been abstracted and posted, the returns for each month will be filed in racks. At the close of each year, the returns will be transferred to record. These returns will be retained as permanent records.

22. *Reviews to be published weekly, monthly and quarterly.*—The statistics so abstracted will be published for the information of the authorities concerned and of the public with a review of the same, weekly, monthly and quarterly.

23. *The original register to be finally deposited in the office of the President.*—Each register of originals shall be retained in the custody of the Registrar for one year after it is closed, and shall then be sent to the President who, after careful scrutiny of all unattested erasures and alterations, shall file it as a permanent record.

24. *Entries to be made in the birth registers by midwives and vaccinators.*—It shall be the duty of the Registrar to produce his register of births before the midwife and the vaccinator, and it shall be the duty of the midwife and the vaccinator, respectively, to enter their initials with such remarks as may be called for, against the cases in which they have attended at the birth of a child, or vaccinated it, as the case may be.

25. *Inspections by District Sanitary Officer and Sanitary or Assistant Sanitary Inspectors.*—The District Sanitary Officer and the Sanitary Inspector or the Assistant Sanitary Inspector, as the case may be, shall constantly inspect the registers of births and deaths, make test checks by enquiry, instruct the Registrar as to the discharge of his duties, and exercise a general supervision over the work of the Registrar. The registers shall be checked at least once a week by the Sanitary Inspector and entries verified should bear the initials of the checking officer with date of check.

26. *Errors.*—Every error found in the register of births or in the register of deaths shall be corrected by drawing a line through the original entry (but not so as to render it illegible) and writing the new entry above it and the correction shall be fully signed and dated by the Registrar, if the error be discovered by him, and by

both the Registrar and the checking officer, if the error be discovered by a checking officer. All such corrections shall be duly intimated to the Registrar-General, through the President with the reasons therefor. The corrections when approved by the Registrar-General will be made in the returns filed in the Central Statistical Office, and due information will be sent to the Presidents for informing the Registrars concerned:

Provided that no entry shall be corrected under this rule more than a year after the entry has been made except with the previous sanction of the President.

27. *When registrar to give extract free of charge.*—The Registrar shall, as soon as the Registration of the birth of a child has been completed, give, on application, free of all charges, to the person who gives information of the birth, an extract under his hand from the register relating to such birth. For purposes of this rule the register will be the register of originals kept by the Registrar.

28. *Search of birth and death registers.*—Any person may, at any reasonable time, on payment of a fee of four annas for each visit, search any register of births and deaths. For purposes of this rule the register of births and deaths will be the returns sent daily by the Registrar through the President to the Registrar-General and filed in the Central Statistical Office, or in the case of occurrences prior to the coming into force of these rules, the registers filed in the office of the President.

29. *Issue of birth and death certificates*—(*a*) *In cases registered under the new system.*—Any person requiring a certificate of birth or death may put in an application affixing a one-anna court-fee stamp and enclose an eight-anna court-fee stamp to be affixed to the certificate.

The application should state clearly—

(*i*) the name and father's name of the party in relation to whose birth or death a certificate is required;
(*ii*) the date, month and year of occurrence;
(*iii*) the name of the street and the division where the event occurred; and
(*iv*) the postal address of the applicant for sending the copy.

The application may be addressed either to the Registrar-General or to the President, who will forward it to the Registrar-General. On receipt of such an application, the Registrar-General will cause the duplicate return relating to the occurrence to be traced and a true copy of the same to be issued over his signature or that of the Assistant Registrar-General and sent to the President to be given to the party concerned. Such extracts shall be certified as provided in Section 76 of Indian Evidence Act, 1872, and may be produced in proof of the entries of which they purport to be copies.

(*b*) *In cases registered under the old system.*—The above rule will be applicable only to occurrences taking place after these rules have come into force. In regard to occurrences prior to that date, the old rule will continue as follows:—

Every person applying for a certified extract from registers of births and deaths shall affix on his or her application one half a rupee court-fee stamp for the authenticated extract, and if the extract required is from the registers of a year other than that in which the application is made, an additional searching fee of half a rupee shall be charged, except copying fees payable to copyists, which should be paid in cash, all other fees being paid in advance and in court-fee stamps affixed to the application. Such extracts shall be signed by the President and sealed with the seal of the Council.

30. *Penalty for omission to give information.*—Any person whose duty it is to give information under the preceding rules and who neglects or refuses to give such information or gives false information, shall be liable on conviction to a fine not exceeding ten rupees.